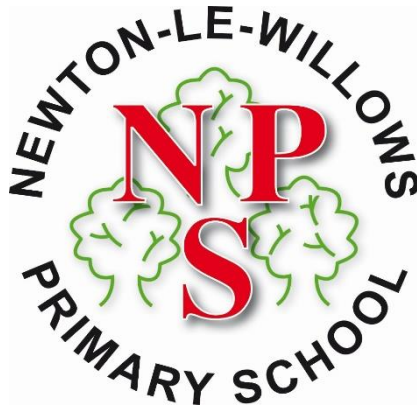


Attendance Policy



Status:	STATUTORY		
Responsible Person/People:	Mrs Chisnall, Mrs Branch, Mrs. McCormack, Mr. Brown, Mr. Ibbotson, Mrs Dunn School Staff		
Responsible Governor:	Mr. Limb		
Approved by:	Mr. Limb	Signature: <i>Gary Limb</i>	Date: Autumn 2023
Last reviewed:	Autumn 2023		
Next review due:	Autumn 2024		

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1. Introduction

At Newton-le-Willows Primary School, we know that it is vital that our children attend school regularly and punctually to achieve best life outcomes. We want our children to become the best versions of themselves; academically, socially and morally as they grow into the next generation of our community. Good school attendance is the foundation to this.

‘Attendance is EVERYBODY’S responsibility’

The Newton-le-Willows family are STRONGER when we work TOGETHER. Therefore it is the responsibility of all members of our school community to maintain and monitor good school attendance.

Our attendance expectations are very simple:



We expect all our children to achieve at least a **97%** attendance percentage each year. However, we know that there can sometimes be exceptional reasons why children cannot attend school, such as illness.

At Newton-le-Willows Primary School, we will listen, understand, empathise and provide support when children are unable to attend school – however we will not tolerate poor attendance and will always be proactive in helping our families to improve this, enable children to return to the classroom as soon as possible.

This policy will set out, in detail, the many ways in which our school community will work together to support good attendance.

Key Attendance Contact at Newton-le-Willows Primary School :

Mrs Branch – Designated Safeguarding Lead (DSL), Attendance Officer and Pastoral Leader

Mrs Nelson – School Family Support

Mrs Dunn – Office Manager

2. What are the attendance expectations?

2.1 School Aims

- ✓ We want all our children to attend school daily, arriving on time and to be ready for a day of learning.
- ✓ We want all our children to achieve at least a **97%** attendance rate.
- ✓ We want to remove barriers that prevent children from having good school attendance.
- ✓ We want to support families to achieve good school attendance for their children.
- ✓ We want our children to be safe, healthy and successful.

2.2 Statutory Requirements

The 1996 Education Act states:

'It is the duty of the parent of every child of compulsory school age to ensure they receive efficient full-time education suitable to their age, ability and aptitude, and any special educational needs they may have, either by regular attendance at school or otherwise'

A Supreme Court ruling on 6th April 2017 stated that 'regularly' means 'in accordance with the rules prescribed by the school' – which at Newton-le-Willows is ensuring that your child maintains at least a 97% attendance rate.


Compulsory school age begins at the start of the term following the child's 5th birthday and ends on the last Friday in June of the school year when they reach 16.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only the school's acceptance of the explanation offered by the letter/message authorises the absence.

This policy should be read in conjunction with other school policies relating to interaction between adults and pupils.

- Behaviour and Discipline Policy
- SEND Policy
- Safeguarding and Child Protection Policy
- School Complaints Procedure
- Equality Policy

2.3 Responsibilities

 <p>Nurture the Potential to Succeed</p>	School	Pupils
	<ul style="list-style-type: none"> ✓ Will provide a high quality and appealing curriculum which will appeal to all pupils and motivate them to attend school. ✓ Will monitor pupils attendance, taking action to ensure that this does not impact upon learning and achievement. ✓ Will support children with any individual barriers that may impact on school attendance. ✓ Will provide support, where necessary to families, to help them to improve school attendance 	<ul style="list-style-type: none"> ✓ Will endeavour to follow our school attendance rules: <div style="border: 1px solid black; background-color: #4a86e8; color: white; padding: 10px; margin: 10px 0;"> Attending school REGULARLY Attending school PUNCTUALLY Attending school READY to learn. </div> ✓ Will help us to spread the message of the importance of good attendance to their family and local community

Parents	Local Authority	Governors
<ul style="list-style-type: none"> ✓ Will ensure that their child attend school daily, arriving on time. ✓ Will report absence on the first day and aim to have their child back to school as soon as possible. ✓ Will communicate any circumstances that may impact on their child's attendance as soon as possible. ✓ Will arrange medical / dental appointments for their child outside of school hours, unless it is a specialist appointment that cannot be rescheduled. ✓ Will provide evidence for appointments during school time. 	<ul style="list-style-type: none"> ✓ Will monitor school attendance and support school to identify concerns. ✓ Will help the school to provide support to families, reducing and removing barriers which prevent their child from attending school. ✓ Will support families through attendance processes such as Attendance Support Plans, and Parenting Contracts ✓ Will be transparent and communicate clearly with families if their child's attendance puts them at risk of a fixed penalty notice or criminal prosecution. 	<ul style="list-style-type: none"> ✓ Will appoint a named governor with responsibility for monitoring school attendance. ✓ Will keep up to date with local and national attendance initiatives and review the impact that these will have on the school. ✓ Will look at school attendance data termly, supporting and challenging the staff to improve attendance. ✓ Will review the attendance policy annually to ensure it remains in line with Government legislation.

3. What are the school attendance routines?

3.1 The School Day

8:45am – Nursery doors open

8:45am – Main school gates open for Reception – Year 6

8.50am - Children are greeted by the class teacher.

8.55am - The morning register is taken. All children are expected to be in class ready for the register to be taken.

9.00am – Registers are saved and sent to school office and school doors and gates closed promptly.

Children who arrive to school after this time will receive a 'late mark', which stays on their attendance record. Children arriving after 9:00 have to enter the school through the main office.

9.30am - The morning register fully closes.

Children arriving to school after this time will be recorded with an unauthorised absence (U) which will remain on their attendance record.

11:45am- End of the school day for our morning nursery children.

12.30pm – Nursery doors open for afternoon nursery children.

12.30pm - Afternoon registers for Reception, Key Stage 1 and Year 3 are taken.

1.30pm - Afternoon registers for Year 4, Year 5 and Year 6 are taken.

3.20pm – End of school day for Reception and Key Stage 1. Children should be collected from their designated exit door.

3.25pm - End of school day for Key Stage 2. Children should be collected from their designated exit door.

3.30pm - End of school day for afternoon nursery children. Children should be collected from their classroom exit door.

6.00pm – ‘Night Owls’ Provision (After School Club) closes

All children must be collected by 6.00pm. Please note you may be subject to an additional charge by our after-school club provider if you arrive after this time. Failure to collect your child/ren after 6.15pm will lead to social services possibly being contacted.

3.2 Registers

The attendance register is a legal requirement and must be taken twice daily. The register is taken at the beginning of each morning and afternoon session at the times stated above. School must distinguish between authorised and unauthorised absences.

Registration is an important time when children are welcomed by the class teacher and news and information is shared. As a school, learning tasks begin as soon as the children enter the classroom. Children who arrive late miss out on this crucial time.

Registers are recorded electronically and coded in accordance with current Government advice. Pupil absence will be recorded as ‘N’ (reason not known) until school receive a reason for the absence. This will then be changed to either an authorised or unauthorised code. School will make the decision whether an absence will be authorised.

The school’s register will inform the fire evacuation register. If the computer system fails, a paper register will be taken by the class teacher. This will be entered on to the system at the first opportunity.

3.3 Lateness

Poor punctuality is not acceptable. If your child misses the start of the school day, they can miss important learning and they do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils can also potentially disrupt lessons.

Children (from Reception – Year 6) can enter school from 8.50am, collect some toast (if parents have paid for this). School covers the cost of toast for Pupil Premium pupils. The children will then go straight to class. The school day starts at 8.50am and we expect your child to be in class and ready to learn by that time.

School doors and the class register close at 9:00am. Pupils arriving after this time then need to access school from the main entrance via the school office. Parents will be asked to sign in their children with a reason for lateness on the electronic system. Those children arriving after 9.00am will receive a present mark coded as ‘L’ late on the register.

At 9.30am the registers will be closed. In accordance with regulations. If your child arrives after that time, they will receive a mark that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence (U).

If a child has 10 unauthorised marks during a 10-week period they may be issued with a Penalty Notice Fine (£60 per child, rising to £120 if not paid within 21 days).

Punctuality issues are taken very seriously by school and systems are in place to notify parents of the number of times a child is late half termly.



Parents of children who arrive late on a regular basis will be invited into school to discuss the issues and concerns around the punctuality of their child. If not addressed promptly by parents, it can lead to legal sanctions to address the issue.

3.4 Reporting Absence

If your child is absent, you must contact us on the first day of absence before 9.30am by telephone, leaving a message or emailing stating a reason why your child is absent.

Parents are requested to return their child to school as soon as possible after an absence. They can return to school if feeling better in the afternoon and should return to school once better even if there is only one day of the school week left.

School use a 'first day response' system for following up unexplained absence. This is a safeguarding strategy. School also has a 'third and fifth day response system' as a safeguarding strategy.

Report it the first day! 

If child is going to be absent from school, please report this ASAP via the school office or through the school email address.
newtonp@sthelens.org.uk

For this reason, it is important that you always keep school up to date with your current contact numbers. If we cannot reach parent/carers on the telephone numbers given, we will try and contact other emergency contact numbers you have provided.

If school cannot contact parents/carers or other emergency contacts for the absent child/ren, the Pastoral Team or Local Authority Education Welfare Officer (EWO) will be requested to visit the home to confirm the reason why children are absent. School will then decide whether or not to authorise the absence.

3.5 Authorised/Unauthorised absences

Absence from school **may be** authorised if it is for the following reasons:

- Illness
- Unavoidable medical appointments (with evidence)
- Days of religious observance (with evidence)
- Exceptional family circumstances (with evidence)

If your child is ill and you are unsure if they should stay off school, please contact the school office for advice. Please note however we will not be able to give you any medical guidance – this should be sought from the appropriate service such as your GP, local walk-in centre or by calling 111.

Please refer to this helpful NHS guide to common illnesses and if they require absence from school:



Illness	Until...
Chickpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19
Injuries	their scars have crusted and healed, or 48 hours after they started antibiotics
Muscle aches	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No
but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Typhoid
Threadworm	Strep throat

Advice and guidance
To find out more, search for health protection in schools or scan the QR code or visit <https://qpsu.de/nhs/efc>



Advice and guidance
To find out more, visit www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities or bit.ly/2xiJpPZ.

If a child's absence is a cause for concern (attendance below 92%) or your child is classed as a persistent absentee (attendance below 90%), school will ask the parent/carer for medical evidence such as prescriptive medicine, doctors stamped appointment cards, care at the chemist booklet etc. to authorise further absence. Parents will not be asked for doctor's notes that incur a cost.

Absence from school will not be authorised for:

- Shopping
- Having to stay at home due to an unwell sibling or parent.
- Day trips
- Birthdays
- Holidays
- Rest days after a poor night's sleep

Parents of children with a high incidence of unauthorised absence may be invited into school to attend a 'School Attendance Awareness Meeting' with a member of the Pastoral Team and/or the Local Authority Education Welfare Officer (EWO). If not addressed promptly by parents, it can lead to legal sanctions such as Penalty Notice fines or prosecution in the Magistrates Court.

3.6 Leave of absence during term time

School cannot authorise and will not tolerate time off for family holidays during term time and parents do not have the right to take their child out of school for such holidays.

Parents must apply for leave of absence during term time in all instances. A form (Appendix 1) is available to request in writing, a leave of absence. This can be collected from the school office or alternatively it can also be downloaded via our school website.

Parents must apply to the Headteacher **at least 2 weeks before** the intended absence and provide necessary evidence of the exceptional circumstance. The Headteacher will decide if the leave will be granted and how many days will be authorised.

If the Headteacher does not grant an application for leave of absence and parents decide to take the holiday anyway, the absence will be unauthorised, and the parents may receive a Penalty Notice Fine. Penalty Notice Fines **can be issued to each parent for every child concerned**.

3.7 Fixed Penalty Notices

Newton-le-Willows Primary School has adopted the use of Fixed Penalty Notices and complies with St Helens Local Authority code of conduct which governs the use of these.

The school may request a Fixed Penalty Notice to be issued if a pupil has 20 sessions (10 days) of unauthorised absence recorded within a 10-week period or if there are 10 sessions recorded as the pupil arriving late after the register has closed within a 10-week period.

Under the provisions of sections 444a and 444b of the Education Act 1996, the Local Authority may, in cases of unauthorised absence, issue a penalty notice to the parent(s) or carer(s) responsible. Under these provisions the penalty is £60 if paid within 21 days of the receipt of the notice, rising to £120 if paid after 21 days, but within 28 days of receipt. Penalty notices are issued to each parent/carer for each child.

3.8 Children Missing in Education

Newton-le-Willows Primary School follow the 'Local Authority Children Missing in Education' policy and procedures. The school's Designated Safeguarding Leader and Headteacher are responsible for the implementation and monitoring of all pupils who fall into the category of 'Children Missing in Education in partnership with the school's Local Authority Education Welfare Officer (EWO).

During the first 10 days of absence, where a child has ceased to attend school without a valid reason, the school will take appropriate action to try to locate the child and establish whether they are on roll at another school.

Actions to trace should include:

- Initial action to contact parents/carers (phone call, 'first day calling', text, email)
- Checking possible whereabouts with staff and other pupils
- If any siblings at another school, check with that school
- Visit to last known address
- Writing to parents (at last known address or new address if known)
- Making contact with relevant agencies (social care etc)

If the child is not found, and/or not on roll at another school, within 10 days: Newton-le-Willows Primary School will follow the school's 'Children Missing in Education Procedure' and inform the relevant services (social care) of our concerns.

4. How do school monitor attendance?

4.1 Daily Register Checks

At the beginning of each day once the registers have closed, we look at which children are absent from school. We check that we have explanations for absence, contacting families if we do not or need to ask more questions about the reason given. If we are unable to make contact, we will call the other numbers you have provided or complete a home visit.

If we have concerns about your child's level of absence from school, we also may need to refer to other services or implement additional supportive measures (See Section 6).

If your child has not returned to school by day 3 of their absence, we will contact you for an update and to check everything is ok.

If your child continues to be absent after 5 days, we will contact you again to discuss their return to school.

4.2 Weekly Attendance Review

We monitor our registers on a weekly basis with the support of our Local Authority Educational Welfare Officer (EWO) to check for patterns of absence, punctuality difficulties and children where attendance is becoming of concern.

If we are worried about any of the above, we will contact you and invite you into school to discuss our concerns and any support that may be required (See Section 6 for more detail). We work in partnership with parent/carers to improve the child's attendance.

4.3 Termly Monitoring

At the end of each term, we will send home a letter to inform you of your child's current level of attendance if it is below 92%. We will indicate where they fall on our school 'Attendance Ladder' (see page 10) and let you know if there are any further actions needed.

Remember you are aiming for your child to remain 'green' with attendance **over 97%**.

Attendance below 97% (amber) may result in you being required to attend school to discuss how we can support your child to increase their attendance rate.

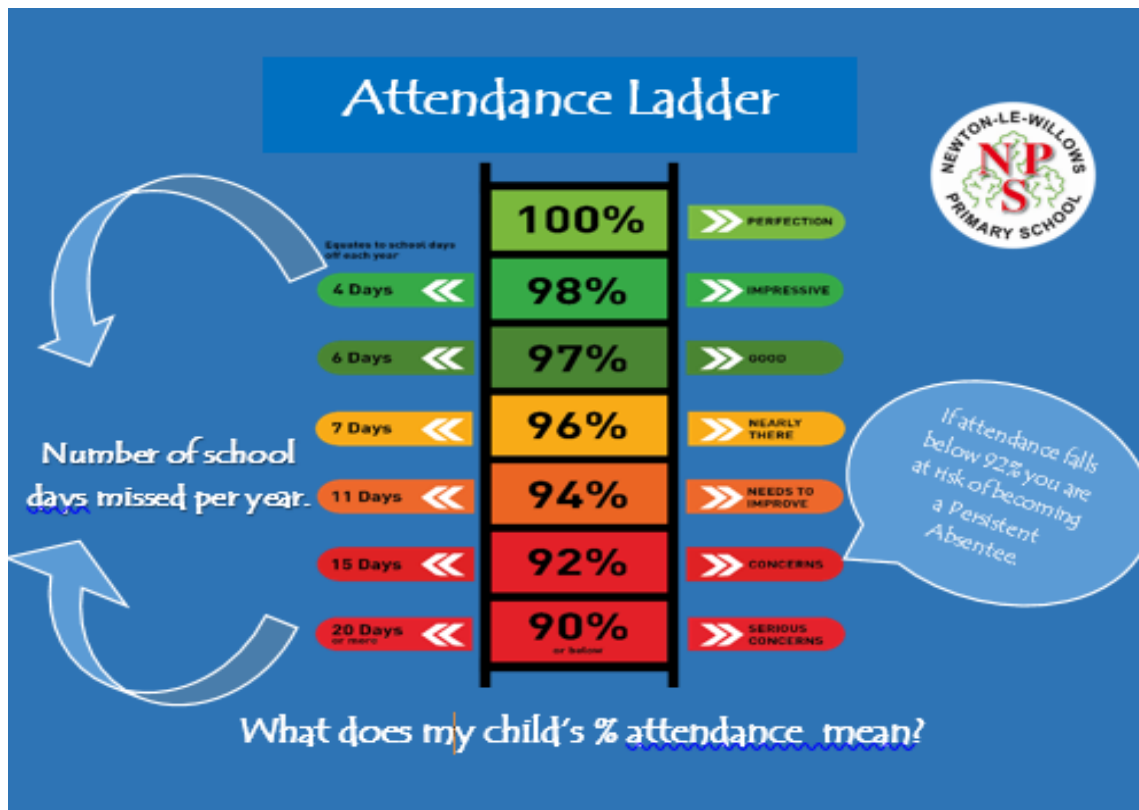
Attendance below 92% (red) may result in a referral to the Local Authority Educational Welfare Officer to prevent your child from becoming a persistent absentee if attendance drops below 90%.

4.4 Reporting to Parents

In addition to receiving a termly letter to advise you of your child's attendance if below 92%, parent/carers will also be informed of their attendance % rate at parent's evenings and in the end of year reports.

As we seek to raise the profile of attendance across school, please be advised that your child's attendance will also be a topic of conversation during any other meetings that are held for them during the year. Staff may also choose to highlight attendance during any conversations or phone calls made to discuss other matters.

In addition, parents/carers can request their child's attendance information at any point during the school year but contacting the school office.



4.5 Reporting to other agencies & services

Every term the school completes an attendance report to share with Governors. This information does not include individual pupil data but instead reports absence levels at a whole school / year group level.

The aim of reporting attendance data to our Governing Body is to enable them to support and challenge school regarding pupil attendance, driving improvement and therefore increased outcomes for our children.

Whole school and individual pupil attendance data is also collected by the Local Authority, via the Educational Welfare Service, to ensure that no family miss out on support needed to improve attendance and therefore outcomes for their child.

5. How do school motivate children to have good attendance?

5.1 Rewards

At Newton-le-Willows Primary School will strive to make pupils feel welcome and valued and will encourage good attendance with praise, incentives, and rewards through:

- ✓ A weekly class prize for the EYFS/KS1 & KS2 class with the highest attendance (if their total is over our school 97% target)
- ✓ End of term certificates for children who have maintained a 100% attendance score.
- ✓ Weekly celebration of those children achieving 100% attendance each week with a chance of winning a Friday Night Takeaway Prize (Year 5 and 6 currently).
- ✓ 15-day attendance challenges and rewards at times of the year with historically poor attendance.
- ✓ Marvellous Me Badges awarded for improved attendance.

5.2 Awareness

- ✓ Weekly attendance results and targets displayed on every classroom door.
- ✓ Weekly assembly with attendance results for the week – every cohort.
- ✓ Regular class, phase group and whole school assemblies.
- ✓ Parents and pupils will be reminded regularly of the importance and value of good attendance and punctuality through children’s interim feedback sheets, classroom door posters, newsletters, letters home, social media posts, parents’ evenings and the schools website.

6. Who can support me to improve my child’s attendance?

We understand that sometimes children may have medical conditions, mental health needs or family circumstances that can be a barrier to good school attendance.

At Newton-le-Willows Primary School, we are determined that we can, in most cases, provide solutions to ensure that children can be present at school and not miss out on the benefits that this brings.

We have a highly trained staff team who can support our families to develop individualised plans and where necessary additional supportive strategies to ensure that all children can be present at school.

All staff are happy to speak with you regarding concerns that may impact on attendance, and we encourage you to do so without delay. Staff members are present on the school grounds at the beginning and end of the school day or can be reached via the school office.

6.1 Key members of staff that can provide support

We always urge our families to contact class teachers in the first instance, who can provide support with friendship difficulties, worries about class work, homework etc

However, you may also want to speak to:

Assistant Heads of Key Stages			
Mr Brown EYFS – Assistant Head Teacher	Mr Ibbotson KS1 – Assistant Head Teacher	Mr Brown and/or Mr Ibbotson KS2 – Assistant Head Teacher	
Year Group Leaders			
Reception – Miss Tyson	Year 1 – Mr. Ibbotson	Year 2 – Mrs Bushell	Year - 3 Mrs Rothwell
Year 4 - Miss Bloor	Year 5 – Ms Mawdsley		Year 6 - Mrs Houghton
Team Around the Child			
Mrs Branch Designated Safeguarding Lead	Mrs Nelson Family Intervention Worker	Mrs Almond School Therapeutic Teacher	
SEND Team		Education Welfare Support	
Miss Mercer SENCo		Miss Bradshaw Local Authority Educational Welfare Officer (EWO)	

7. What happens if my child has poor attendance?

Improving attendance is everyone’s business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. At Newton-le-Willows Primary School we strive to ensure that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn. We are fully aware that some pupils find it harder than others to attend school and therefore at all stages of improving attendance, our school and its partners work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. We have a tiered approach to supporting our children and families with improving their child’s school and nursery attendance.

7.1 Tier 1 ‘Green’

If you child has attendance of 97% or above, they are classed as ‘green’. We will celebrate this with all our pupils in weekly assemblies and through parents evening and school reports. We ask that you continue to follow the school policy regarding reporting any absence from school and communicate any circumstances that may cause your child’s attendance to decline.

7.2 Tier 2 'Amber'

If your child has attendance between 92% and 96%, they are classed as 'amber'.

On a termly basis, parents of pupils whose attendance falls below 96% become closely monitored. Parents may be sent a letter, email or class teacher may alert them to this fact. Parents may be invited to contact a named attendance support person if they require any support to improve their child's overall attendance or if there are any specific issues that the school should be aware of.

If attendance falls below 92% you will be invited into school for a School Attendance Awareness Meeting, which may also be attended by the Local Authority Educational Welfare Officer. At this meeting we will look at things that are working well for your child, things that need to improve and put a plan in place to help your child's attendance to improve, involving other supportive agencies if necessary e.g. School Health, Home Start, SEND services etc.

7.3 Tier 3 'Red'

If your child's attendance falls below 90% every term you will receive a letter detailing this. You will be invited into school for a School Attendance Awareness Meeting or an Attendance Support Plan Meeting (Education Welfare Led) or in some cases for those with historic attendance issues or for those whom support plans have not been effective we will complete a formal referral to the Educational Welfare Service.

In some circumstances parents will be asked to provide medical evidence for any future absences for them to be authorised and the possibility of a fixed penalty notice being requested will be discussed if appropriate. The support offered will be detailed in a plan which will include attendance targets shared with pupils, parents and class teacher. The plan will be reviewed at the end of six weeks and next steps discussed depending on the outcomes of the plan.

7.4 Persistent Absentees

Your child becomes classed as a 'Persistent Absentee' if their attendance falls below 90%.

Every persistent absentee is assigned a key adult, who is usually their Year Group Leader, and they will be discussed regularly in attendance/pastoral review meetings. Their academic progress will also be carefully monitored to ensure that absence from school is not having a detrimental impact upon their learning.

You will continue to be supported by both the school and the Educational Welfare Service to see an improvement to your child's attendance. If no improvement is observed or your child continues to be absent from school on an unauthorised basis, despite a supportive package being put into place, formal support strategies may need to be considered, including:

- A Parenting Contract – setting out measures to improve attendance and timescales to do this.
- Fixed Penalty Notices
- Education Supervision Order
- Criminal prosecution

If your child has been classed as a 'persistent absentee' during the previous academic year, their attendance will be closely monitored, and you may be invited into school to attend a School Attendance Meeting as a preventative measure to prevent this from happening again.

Parents of children who are or have previously been 'persistent absentees' will always be contacted when their child is absent. The Pastoral Team and Educational Welfare Officer will make use of home visits to support with attendance.

7.5 Severe Absentees

If your child's attendance falls below 50%, they are classed as a 'severe absentee'. By this stage many services may be in place to provide support to your family, and you will be attending regular meetings at school – with a robust plan in place to try to improve attendance.

Individual child and family circumstances need to be extensively explored at this stage with appropriate referrals being made to other services e.g. Educational Welfare Service, SEND Support Service, Social Services, the School Health and other agencies to support and help pupils with attendance difficulties, if all professionals involved agree this is needed.

The school will support pupils who are absent as a result of long term chronic or life-threatening illness by adhering to current government guidance for children with medical needs. This may involve a plan of support and a re-integration plan back into school.

7.6 Part Time Timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education, a part-time timetable is considered as part of a re-integration package.

A part-time timetable should not be used to manage a pupil's behaviour and must only be in place for the shortest time necessary and not be treated as a long-term solution.

Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision.

There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

8. Conclusion

8.1 Equality through delivery of this policy

Newton-le-Willows Primary School is committed to the principle of equality for all pupils irrespective of race, religion, gender, language, disability or family background, and to the active support of initiatives designed to further this principle.

All members of Newton-le-Willows Primary School family are valued, important and deserve equal access to a high-quality education through good attendance at school.

8.2 Links to Government Legislation

This attendance policy adheres to current Government legislation and guidance.

For further information please refer to:

- Section 7 & 436A of the Education Act 1996
- Under the provisions of sections 444a and 444b of the Education Act 1996
- Section 175 of the Education Act 2002
- The Education (Pupil Registration) Regulations 2006
- The Education (Pupil Registration) (Amendment) Regulations 2010
- The Education (Pupil Registration) (Amendment) Regulations 2011
- The Education (Pupil Registration) (Amendment) Regulations 2013
- The Education (Pupil Registration) (Amendment) Regulations 2016
- Education and Inspections Act, 2006 - Part 1 Section 4
- Supporting Pupils at School with Medical Conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. 2014.
- Working together to improve school attendance. Guidance for maintained schools, academies, independent schools, and local authorities. May 2022#

8.3 Review of the policy

This policy has been reviewed in light of DFE guidance, latest initiatives and any Local Authority policy and procedures. The policy cross references all statutory policies.

This policy will act as a working document for how we promote good attendance at Newton-le-Willows Primary School and may be subject therefore to amendment throughout the academic year in between annual review. A copy of the policy is available on the schools website.

Supporting Documents

Contents
1. Impact of Poor Attendance
2. Attendance Policy of a Page
3. Copy of letter issued when a child's attendance falls below 92%
4. Application for leave of absence

1. Impact of poor attendance

Extract taken from:

'Working together to improve school attendance. Guidance for maintained schools, academies, independent schools, and local authorities'

Published May 2022

The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%).

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent) and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study)

<https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4/2018-19>


<https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4/2018-19>

<https://www.gov.uk/government/statistics/understanding-the-educational-background-of-young-offenders-summary-report>

<https://www.gov.uk/government/statistics/knife-and-offensive-weapon-sentencing-january-to-march-2018>

2. Policy on a Page

Paper copy to be shared annually with parents and carers with direction to read the full attendance policy published on the school website.



Attendance Policy Overview 2022-23

At Newton-le-Willows Primary School, we know that it is vital that our children attend school regularly and punctually to achieve best life outcomes.

We want our children to become the best versions of themselves; academically, socially and morally as they grow into the next generation of our community.

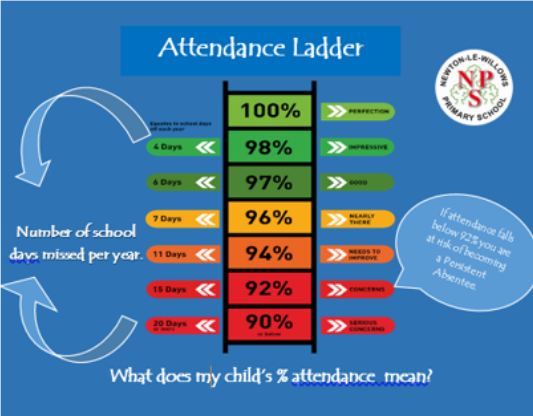
Good school attendance is the foundation to this. **'Attendance is EVERYBODY'S responsibility'**

Newton Primary are **STRONGER** when we work **TOGETHER**, therefore it is the responsibility of all members of our school community to maintain and monitor good school attendance.

Attendance Expectations:

We attend school **REGULARLY**
We attend school **PUNCTUALLY**
We attend school **READY** to learn

Attendance Ladder



Number of school days missed per year.

What does my child's % attendance mean?

School Attendance Target

97%

Key Attendance Contacts:

School Office – 01744 678390
Mrs Needham
Pastoral & Safeguarding Officer
Mrs Nelson
School Family Support

Good attendance is recognised and celebrated:

- ✓ EYFS/KS1 & KS2 weekly class with the best attendance (if over 97% school target) prizes
- ✓ Marvellous Me Badges for improved attendance.
- ✓ Marvellous Me Badges for 100% attendance each term.
- ✓ End of year awards for 100% attenders

Absence from school **will not** be authorised for:

- Having to stay at home due to an unwell sibling, parents or carer.
- Day trips
- Birthdays
- Holidays
- Rest days after a poor nights of sleep

If your child has very low attendance, we will require medical evidence before authorising any absence.

If attendance falls below 92% you may be invited into school for a School Attendance Meeting, which may also be attended by our Local Authority Educational Welfare Officer. At this meeting we will look at things that are working well for your child, things that need to improve and put a plan in place to help their attendance to improve, involving other supportive agencies if necessary e.g. School Health, Home Start, SEND services etc.

Our School Day

8:45am – Nursery doors open
8:45am – Main school gates open for Reception – Year 6
8:50am - Children are greeted by the class teacher.
8:55am - The morning register is taken. All children are expected to be in class ready for the register to be taken.
9:00am – Registers are saved and sent to school office and school doors and gates closed promptly.
Children who arrive to school after this time will receive a 'late mark', which stays on their attendance record. Children arriving after 9:00 have to enter the school through the main office.
9:30am - The morning register fully closes.
Children arriving to school after this time will be recorded with an unauthorised absence (U) which will remain on their attendance record.
11:45am- End of the school day for our morning nursery children.
12:30pm – Nursery doors open for afternoon nursery children.
12:30pm - Afternoon registers for Key Stage 1 are taken.
1:30pm - Afternoon registers for Key Stage 2 are taken.
3:15pm – End of school day Key Stage 1. Children should be collected from their classroom exit doors.
3:25pm - End of school day Key Stage 2. Children should be collected from their classroom exit doors.
3:30pm - End of school day for afternoon nursery children. Children should be collected from their classroom exit doors.
6:00pm – 'Night Owls' Provision (After School Club) closes.

REPORT IT FIRST DAY

If your child is going to be absent from school, please report this ASAP via the school office or school email newtonp@sthelens.org.uk

Absence from school may be authorised for:

- Unavoidable medical appointments (with evidence)
- Days of religious observance
- Exceptional family circumstances (with evidence)
- Illness – although please do not keep children absent with minor ailments. We will send them home if they are poorly.

3. Termly attendance traffic light letters

Green attendance letter - attendance 97% or above

Tel: 01744 678390
Fax: 01744 678391
Email: newton@sthelens.org.uk
Web: www.newton-st-helens.sch.uk
Headteacher Mrs Chisnall



Nurture the Potential to Succeed

Newton-le-Willows Primary School
Sanderling Road
Newton-le-Willows
Merseyside
WA12 9UF

«addressee»
«address_block»

«date_of_printing»

Re: «forename» «surname» - DOB «date_of_birth» «year_reg»

CURRENT ATTENDANCE – «percentage_attendance»%

Dear «salutation»

This letter is to thank you for ensuring that your child has had good attendance this school term. You will see from our attendance ladder that they are currently in GREEN. This means that they have successfully reached our | school target of 97% attendance.



Please keep up the good work, and well done!

Yours Sincerely

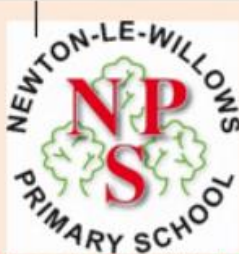
Mrs Chisnall

Headteacher



Amber attendance letter - attendance between 92-97%

Tel: 01744 678390
Fax: 01744 678391
Email: newtonp@sthelens.org.uk
Web: www.newton-st-helens.sch.uk
Headteacher: Mrs Chisnall



Nurture the Potential to Succeed

Newton-le-Willows Primary School
Sanderling Road
Newton-le-Willows
Merseyside
WA12 9UF

«addressee»
«address_block»

«date_of_printing»

Re: «forename» «surname» DOB «date_of_birth» «year_reg»

CURRENT ATTENDANCE – «percentage_attendance»%

Dear «salutation»

It is the expectation that «forename» attends school regularly and on time to ensure his learning progresses. The following chart shows how poor attendance can impact on a child's learning and their educational outcomes.



As you can see your child's attendance currently needs to improve. We will be monitoring this and hope to see some progress in the coming weeks.

If you would like advice or support on this matter please contact school ASAP.

Yours Sincerely

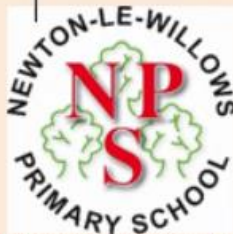
Mrs L Chisnall

Headteacher



Red attendance letter - attendance below 92%

Tel: 01744 678390
Fax: 01744 678391
Email: newtonp@sthelens.org.uk
Web: www.newton-st-helens.sch.uk
Headteacher: Mrs Chisnall



Nurture the Potential to Succeed

Newton-le-Willows Primary School
Sanderling Road
Newton-le-Willows
Merseyside
WA12 9UF

«addressee»
«address_block»

«date_of_printing»

Re: «forename» «surname» DOB «date_of_birth» Year group «year_reg»

CURRENT ATTENDANCE – «percentage_attendance»%

Dear «salutation»

The school encourages good attendance and has a target set of 97% attendance. DFE guidance states where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

It is the expectation of Newton-le-Willow Primary School that «forename» attends school regularly and on time to ensure he/she reaches their full potential. The following chart shows how poor attendance impacts on the number of days education your child has missed.



As you can see your child's attendance is currently a serious concern. As a school we will be closely monitoring your child's attendance and should no improvements be made you may be required to meet with a member of the attendance team.

Medical evidence will now be required to authorise any absences in the future

If you would like any advice or support on this matter, please contact school ASAP.

Yours Sincerely

Mrs Chisnall

Headteacher



Appendix 1

Newton-le-Willows Primary School & Nursery



Application for Leave of Absence during term time

From September 2013 the law was changed regarding holidays during term time. The Headteacher can now only grant leave of absence in **EXCEPTIONAL circumstances**.

Parents applying to remove their child from school during term time must give advance notice of **2 weeks** and supply evidence to support the application. The ~~Headteacher~~ will then consider authorising or ~~unauthorising~~ the absence.

Please be aware you may be issued with a Penalty Notice if you decide to go ahead with an unauthorised absence during term time and the absence meets the LA penalty notice criteria of 20 sessions unauthorised absence in a ten school week period. Penalty notices are issue per parent per child. Further information on the law regarding Leave of Absence during term time and Penalty Notices for unauthorised school absence can be found at GOV.UK.

Name of pupil (s)	Year group

Name of parent/carers	
1:	Relationship:
2:	Relationship:
Address (if different from address of child)	
Telephone No:	

Date of leave of absence	
From:	To:
Total number of days:	

Please list reasons exceptional circumstances for removing your child/children from school during term time. And attach appropriate evidence to support your application.

I understand that absences applied for may be recorded as **unauthorised absences** on my child/children's attendance record and that if I go ahead with an unauthorised absence I may be issued with one or more Penalty Notices.

Name Signed
Date

Office use only.

Date of receipt Date passed to Mrs Needham.....

Holidays Authorised – Yes or No

Number of days authorised.....Number of days unauthorised.....

Additional Information

Date letter issued to parent/carers.....